Universität Zürich[UZH]

Faculty of Business, Economics and Informatics

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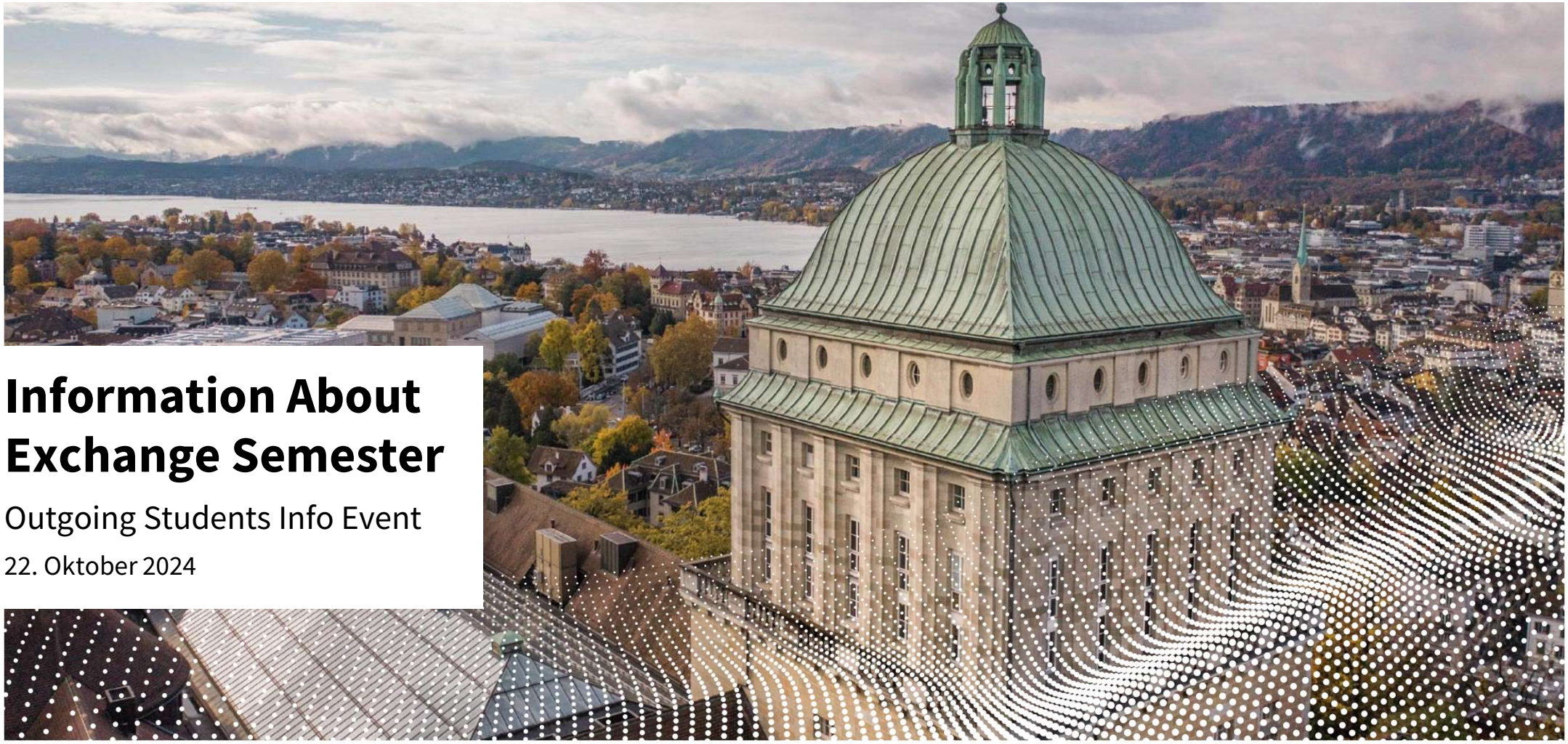

Information About Exchange Semester

Outgoing Students Info Event

22. Oktober 2024

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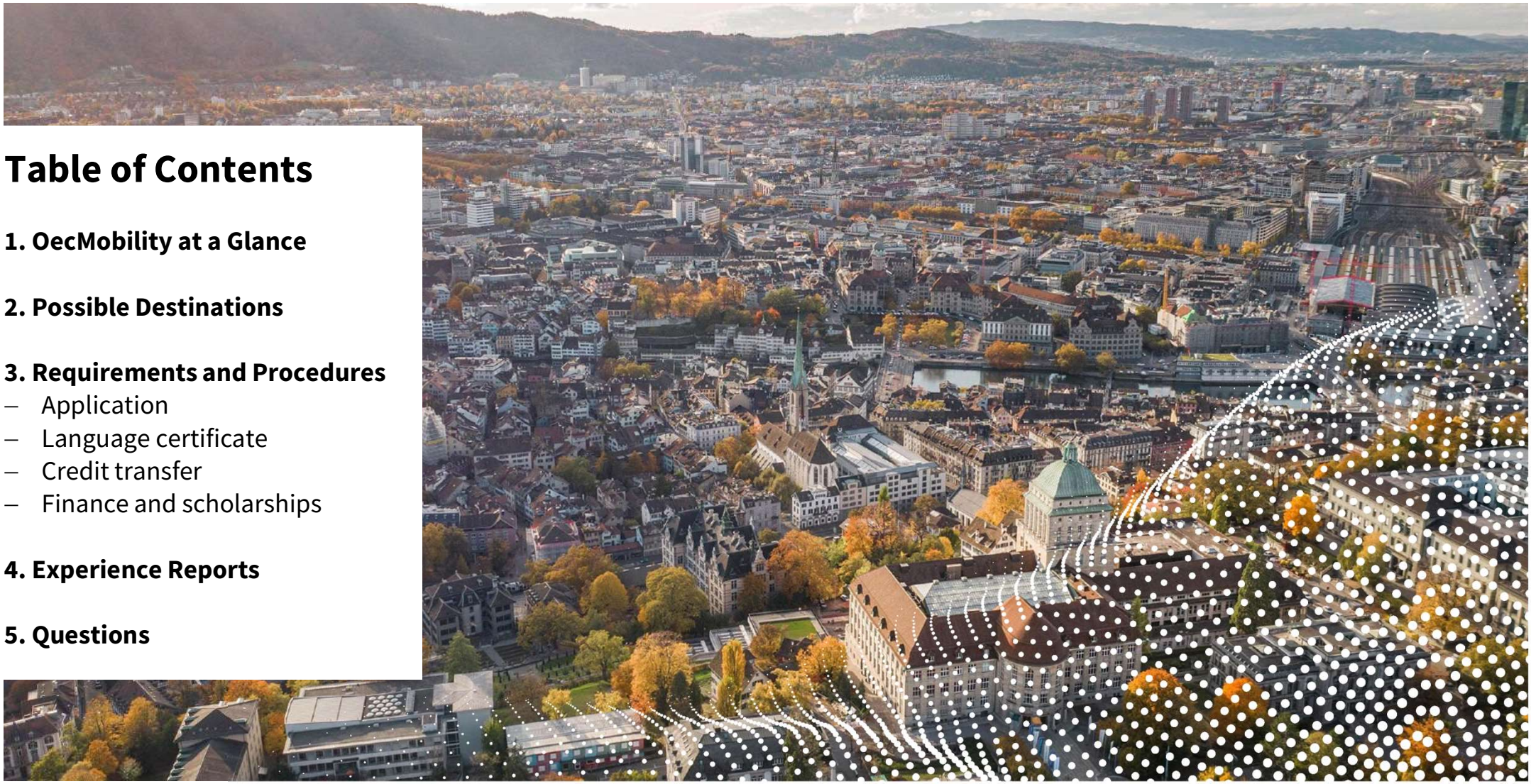

Introducing our OecMobility Team

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Benjamin Schmitt
Co-Team Lead Student Affairs

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Everything you need to know

www.oec.uzh.ch/en/international

Global Student Experience UZH (GSE)

Andrea Orbann Oechslin
Head of Student Mobility

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www.int.uzh.ch/de

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OecMobility at a Glance

How?

Existing partnerships

— High-quality partner-universities in more than 30 countries

— Easier admission, application, credit transfer process

Free mover

— Freedom to choose from destinations without UZH exchange agreements

— Self-organized in regards to application, credit transfer, etc.

When?

Recommended period

— Bachelor: 5th or 6th semester (assessment must be completed before the beginning of the exchange semester)

— Master: From the 3rd semester onwards (additional requirements must be completed before the beginning of the exchange semester)

— *Please take note: compulsory modules must be completed at UZH!*

— Credits can be transferred to your major and minor program

One application period per year: For fall 2025 and spring 2026:

Nov 1, 2024 – Jan 15, 2025

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Destinations

Where? More than 160 destinations all over the world! (link)

Overview of the exchange programs and agreements

Europa

— **SEMP** = Swiss European Mobility Programme

Worldwide

— **FA** = Faculty agreements (exclusively for the students of the Faculty of Business, Economics and Informatics)

— **GU** = University-wide agreements (open for all UZH students)

— **IS:link** = international academic network for Informatics students

Which universities can you choose from? (link)

This portal enables you to search for available exchange possibilites according to selected criteria.

Preselection exchange possibilities - Outgoing - Student

Home institution	Universität Zürich
Type of application	○ Incoming ◉ Outgoing
Type of person	◉ Student ○ Teacher / Staff
Program	<-- Select all -->
Study field (*)	<-- Please select -->
Academic year (*)	<-- Please select ...
Continent	<-- Select all -->
Country	<-- Select all -->
Partner institution	<-- Select all -->
Study level	○ Bachelor ○ Master ○ PhD

Close | Reset | Show details

Based on the selected restrictions **614** Exchange possibilities in **60** Countries, **321** Partner institutions and **56** Study fields are available.

Map

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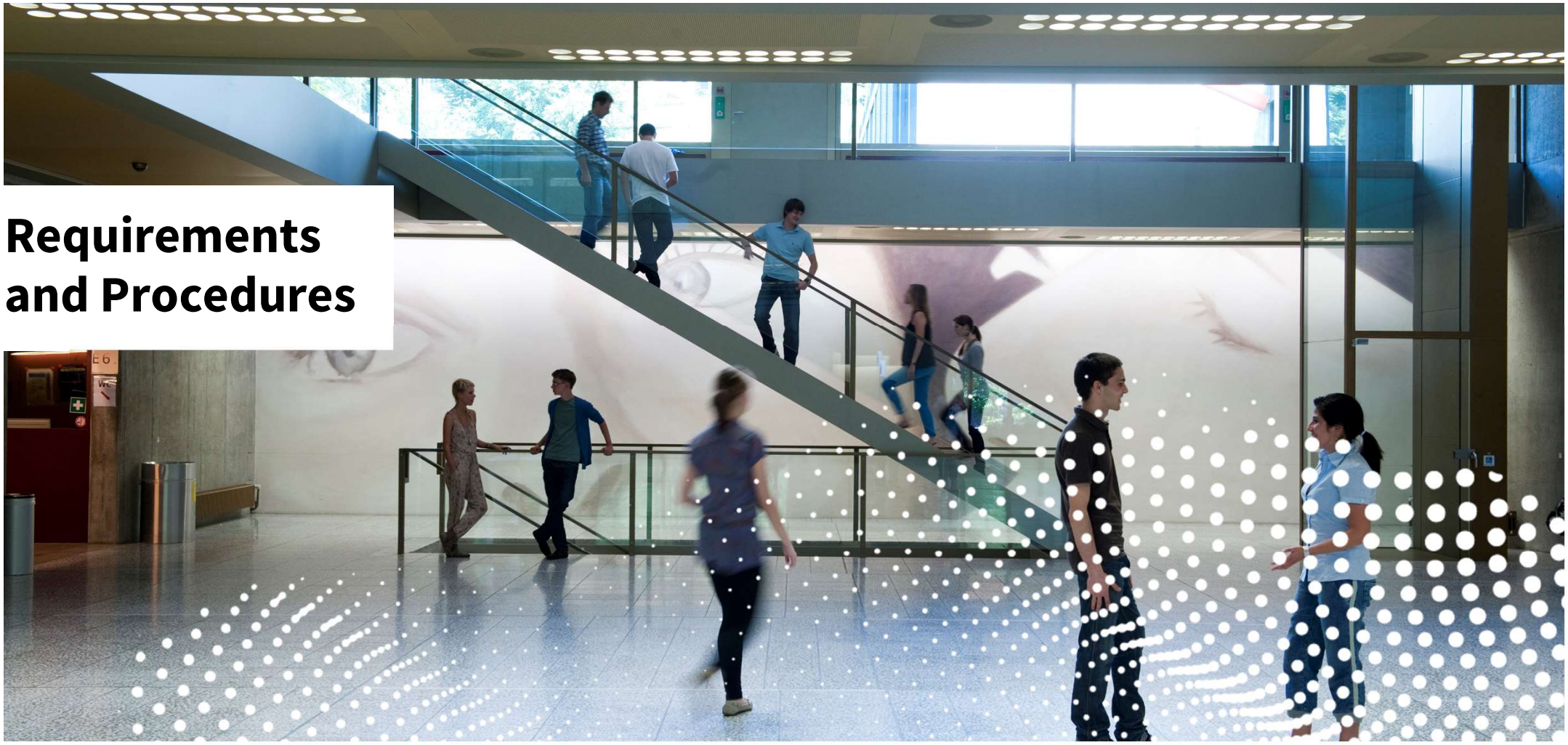
Requirements and Procedures



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a. Requirements

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f. Responsibilities WWF vs. GSE

General requirements

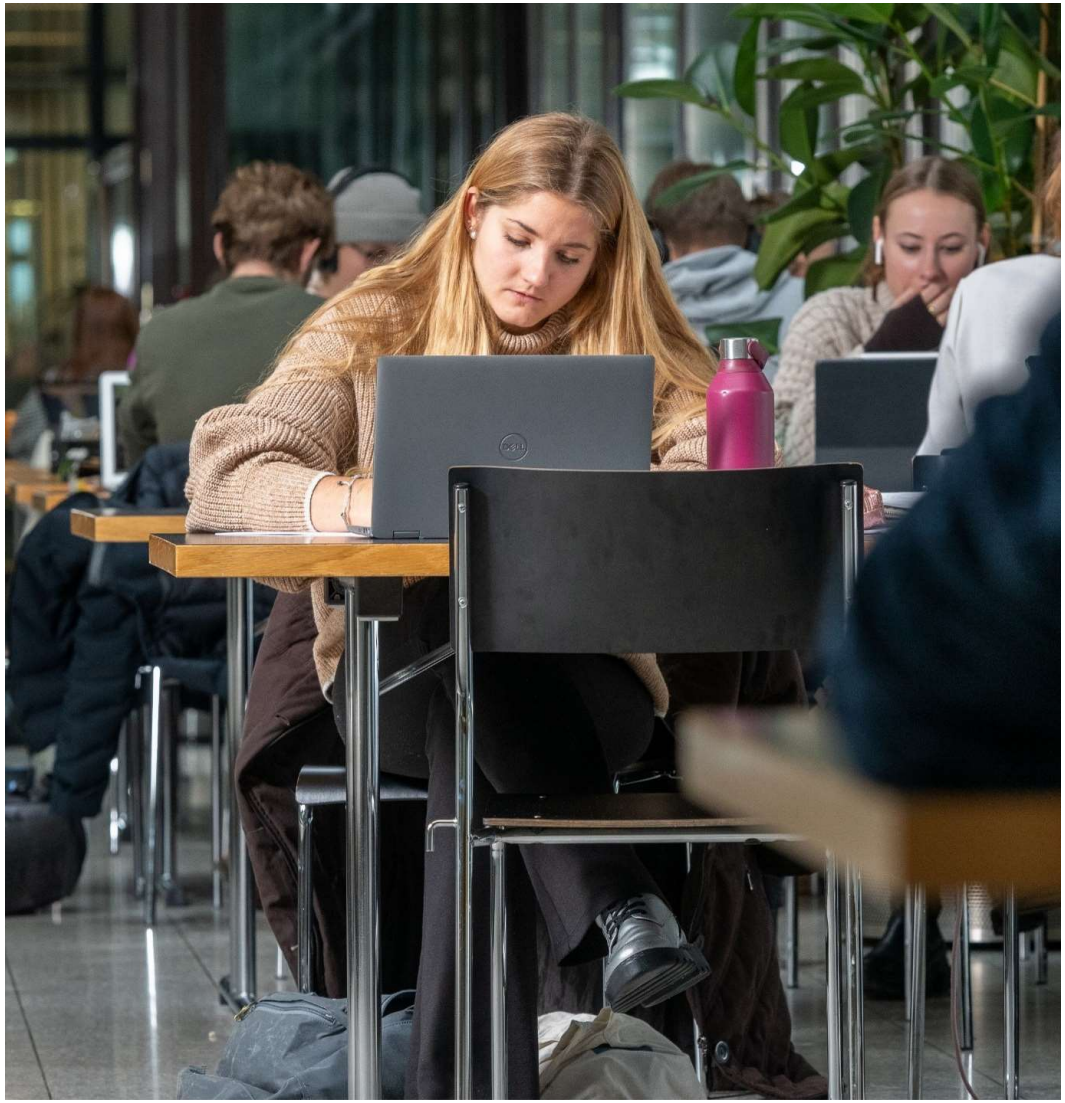
— Enrollment at UZH

— Good academic performance

— English language skills (Level B2, C1)

— Course offerings relevant for choice of partner university

— Possible further requirements set by the host institution



General planning requirements

Plan your studies in advance

— Compulsory modules must be completed at UZH

— Credits can be transferred to our faculty Major and Minor study programs

— Credit-transfer to a minor offered by another faculty has to be checked with the respective faculty

Recommended exchange periods

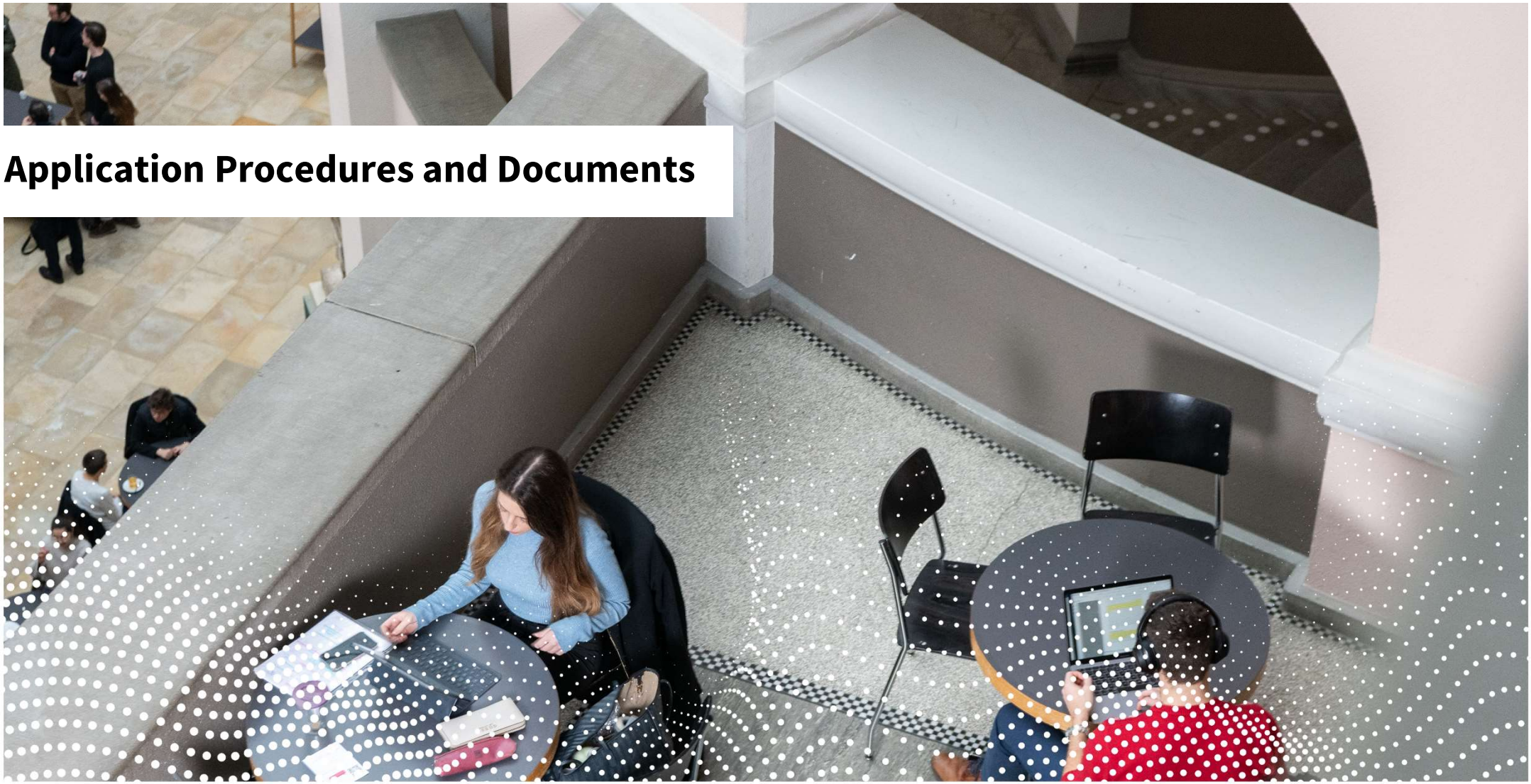
— Bachelor: 5th or 6th semester (assessment must be completed)

— Master: 3rd semester onwards

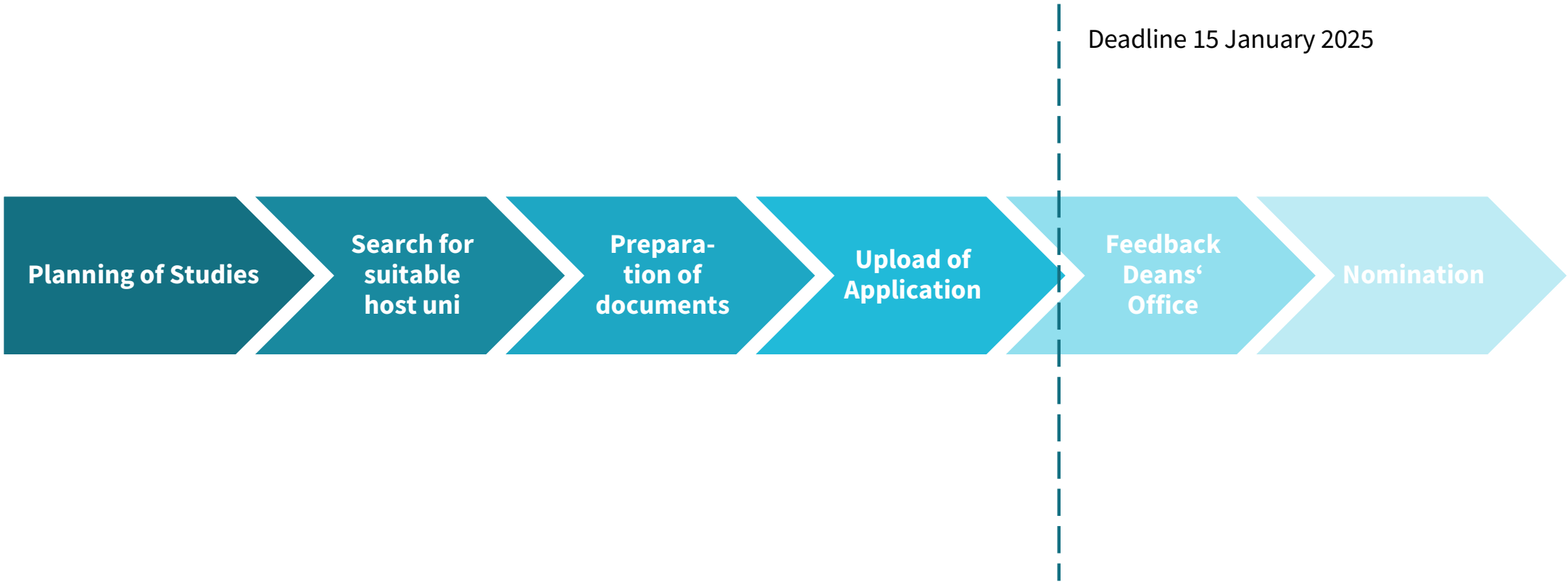
Most important planning tasks

— Look up semester dates, language of instruction and course offerings on host uni websites

Application Procedures and Documents



Applicataion procedure

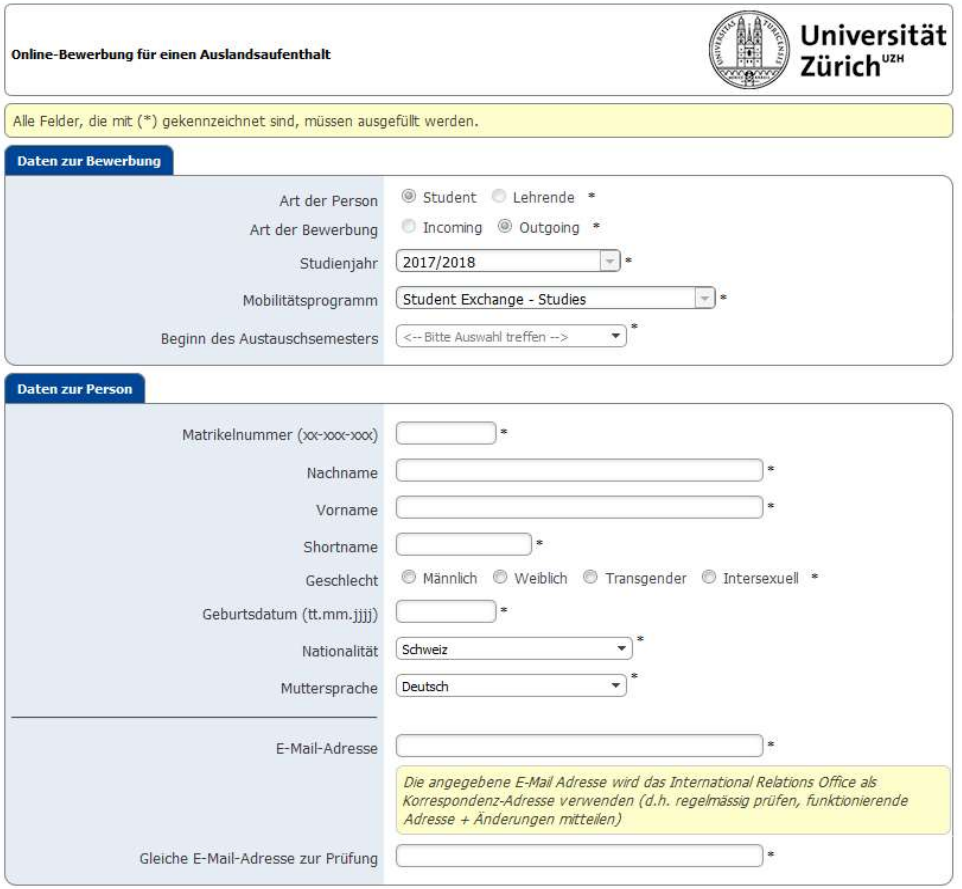


Mobility Online: application platform

Please use the link below to apply for the 2024/2025 academic year:

› Mobility Online Registration

› Mobility-Online Login (to edit application)



Online-Application

— Online-tool application period opens on November 1, 2024

— Document submission via upload to Mobility Online platform

Application documents:

— CV in English (except for German/Austrian destinations)

— Summary and grade average («Übersichtsblatt mit Notendurchschnitt»)

— Letter of motivation in English (except for Germany, Austria); one letter per destination/priority in one single PDF

— Proof of UZH enrollment

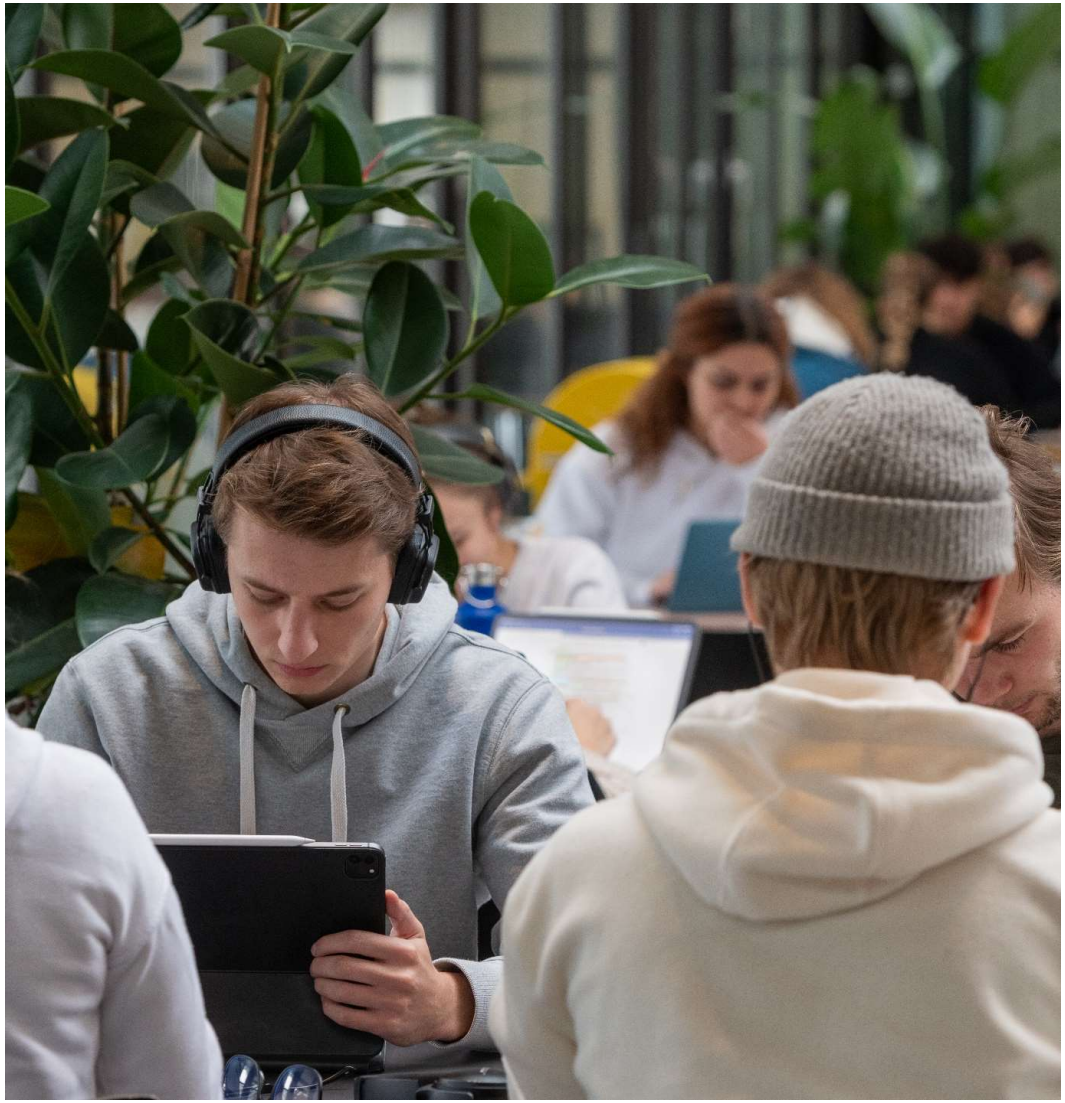
— Transcript of records

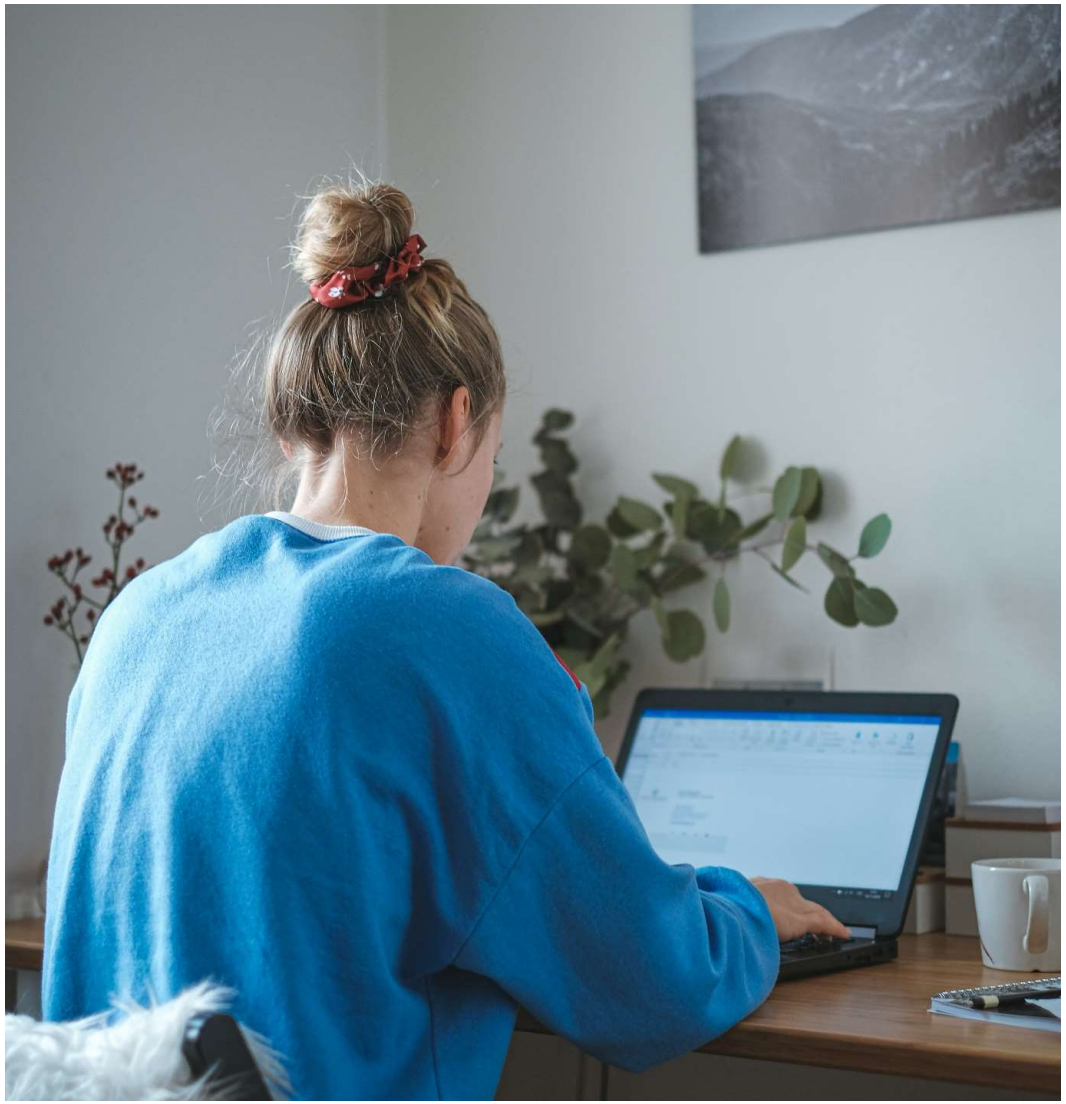
— For Master students: Academic Record of Bachelor’s degree

— ID or passport copy (UK and destinations outside EU: passport)

— Passport photo

— Language certificate (B2 or C1 if required by host institution)





CV and letter of motivation

CV

— Extra-curricular activities (as f.e. participation in civil service, scouts, youth sports etc.)

— UZH commitment (VSUZH, fvoec, tutorial, teaching assistantships etc.)

— Submit your GPA on the student information sheet (Download here)

— Calculation of grade point average with excel-file (Download here)

Motivation letter

— SEMP (Erasmus/Europe), Faculty agreements (outside Europe) and University-wide agreements: one motivation letter per destination/priority; max. one A4 page **per** destination/priority; combined into one PDF

Language Skills and Certificates

Language Skills and Certificates

— Mobility semester ≠ language stay

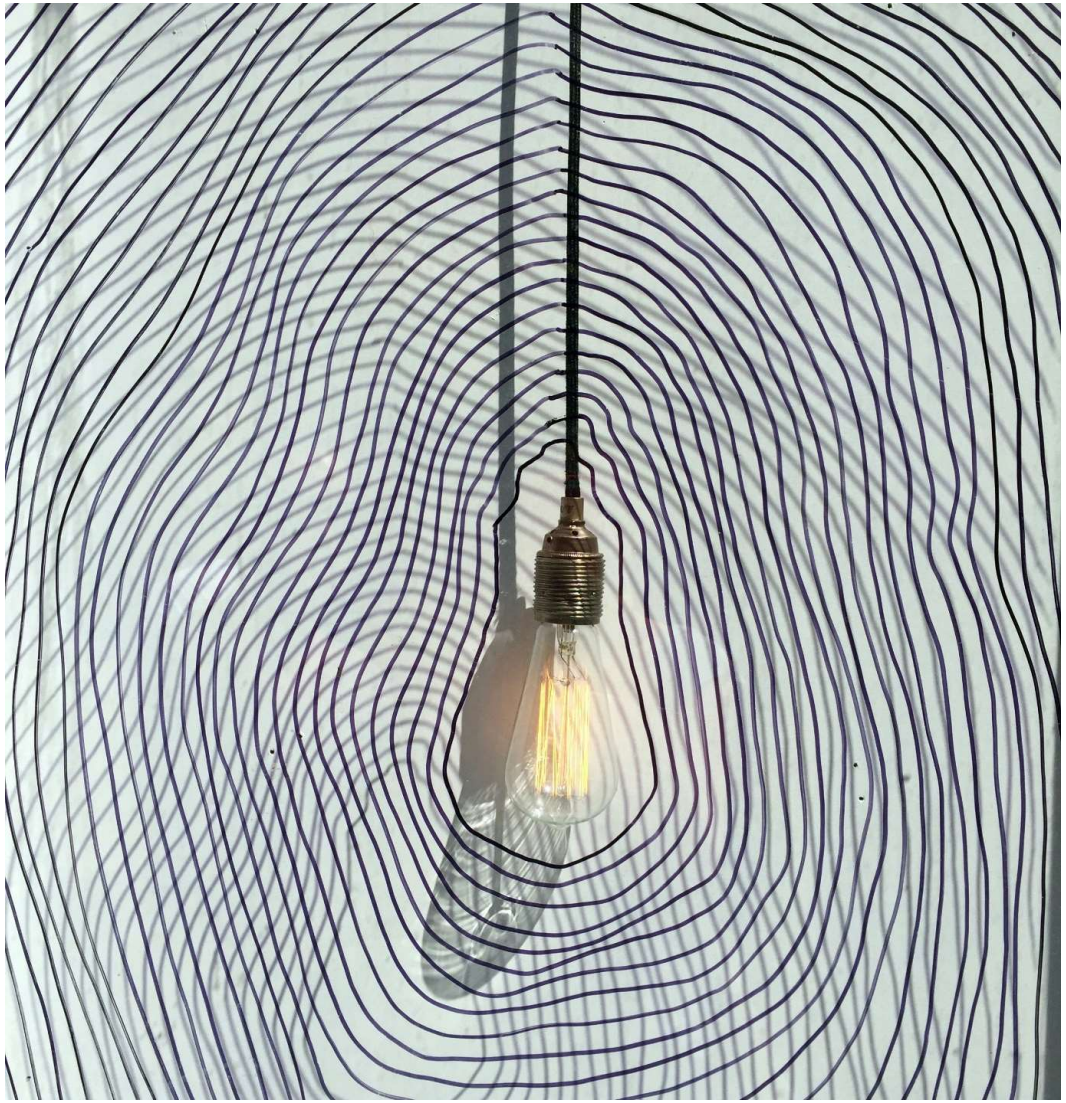
— Language of instruction (usually English): at least B2 is expected (sometimes C1) Local language: if possible basic knowledge

For your application:

— **Faculty agreements (outside EU):** TOEFL or IELTS are required for Canada and Singapore

— **All other agreements:** Plausible proof of language skills (e.g. CH-Matura, enrollment in an English-taught study program)

— **Please take note:** Host institutions may require a language certificate. Make sure to check this on the host institution website well in advance of application



Good to know

One guaranteed application period per year

— For mobility semester in fall 2025 / spring 2026: November 1, 2024 to January 15, 2025

— Second application period in case of leftover exchange places for FS26: June to July 2025 (e-mail will be sent out by end of May)

Multiple applications (three priorities)

— There are plenty exchange places , however there may be many applications for the same destinations

— Increase your chances by submitting three destinations/priorities

— It is crucial that you apply for 2-3 places to secure at least one

Registration (application) at the partner university

- After your nomination by UZH there is a separate registration process at the host institution. Check their website for important information and deadlines.
- Registration deadlines SEMP/Europe
  - Fall semester: usually March – May
  - Spring semester: usually October – November
- Registrations deadlines FA* (outside Europe)
  - Fall semester: usually February – March
  - Spring semester: usually October – November

Credit-transfer

Credit-transfer agreement

— Mandatory for **ALL** mobility students!

→ **important**: Credit-transfer agreement is a seperate process (form) outside of the Mobility Online application

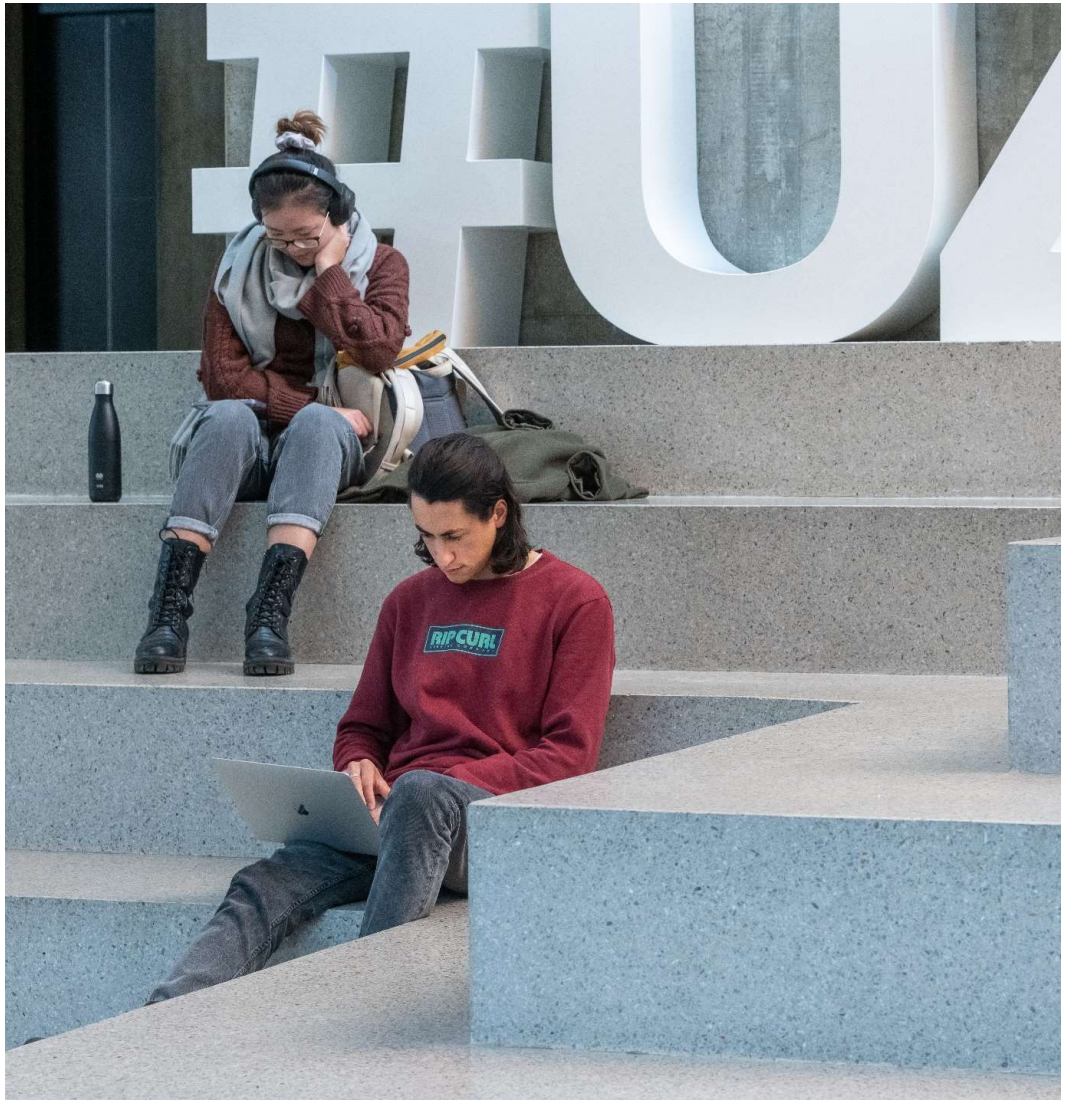
— Credit-transfer agreement (**not** Learning Agreement) is the binding agreement for the transfer of credits. Without a credit-transfer agreement credits can only be transferred toward the free elective area

— Make sure to submit the agreement **after** the nomination and **before** the beginning of your exchange:

  — Include current course details for the respective mobility semester (website host university)

  — Clarification is handled formally via credit-transfer agreement form only → Supplementary agreement in case of changes: submission up to 4 weeks after lectures have started

  — Further information and download of required forms here



Preparation of Credit-transfer agreement

→ Prior clarifications to be completed before application

- Clarifications before application:
  - Language of instruction
  - Semester dates, duration of the semester and exam dates
  - Interesting and suitable courses? (based on the host institutions course catalogue)
- Recommended amount of ECTS: at least 20 ECTS

Credit-transfer – principles

— Assessment, compulsory areas and thesis must be completed at the Faculty of Business, Economics and Informatics

— Credit-transfer is possible for elective and core elective areas (only faculty majors and minors)

— Modules must match your academic level; transfer of Bachelor credits to Master study programs and vice versa is not permitted

— Credit-transfer overview for reference here

Credit-transfer summary

— Do not forget: submission of credit-transfer agreement is mandatory for all mobility students!

— Separate process (form) outside of the Mobility Online application

— Clarifications can take up to four weeks → make sure to hand in the form well in advance of exchange

— SEMP exchange students must submit a Learning Agreement in addition to the credit-transfer agreement

— Contact: anrechnung@oec.uzh.ch

— Information: https://www.oec.uzh.ch/en/studies/credits/exchange.html

Financial Matters

Financing

- Tuition fee: paid at UZH only
  (≠ free movers)
- Additional costs:
  - Travel costs, Visa (if necessary), fees
  - Accomodation, food
  - Leasure and public transport
- Financial support
  - Scholarships of CHF 2500.- (destinations will be announced later)

Scholarship

- Overview funding options here
- **SEMP-Scholarship (federal funds)**
- **UZH-Exchange Scholarship:**
  - To promote exchange semester at selected partner universities
  - To support students with limited financial means: see information sheet on „Finances and Scholarships“
- **Heyning-Roelli Foundation:**
  - Target group: talented but economic disadvantaged students
  - Financial support for exchange semesters
  - Financial support for research stays (writing the Master‘s thesis abroad)

Responsibilities

Responsibilities

Global Student Experience UZH

— General information and consultation (desk)

— Application for uni-wide and other SEMP programs

— Payment of scholarships, Visa related questions

— Technical support Mobility Online

www.int.uzh.ch/en.html
outgoing@int.uzh.ch

Dean's Office WWF (Departmental Coordinator R. Müller)

— Application for SEMP and FA destinations

— Credit-transfer clarifications

— Learning Agreement signatures

www.oec.uzh.ch/en/international/outgoing.html
mobility@oec.uzh.ch

www.oec.uzh.ch/en/studies/credits/exchange.html
anrechnung@oec.uzh.ch

DON'T
FORGET!

Important steps

— Start planning early (now!)

→ **ONE** application period per year (plus free places in summer for the spring semester)

→ A language certificate might be required

— Clarify financing to avoid surprises

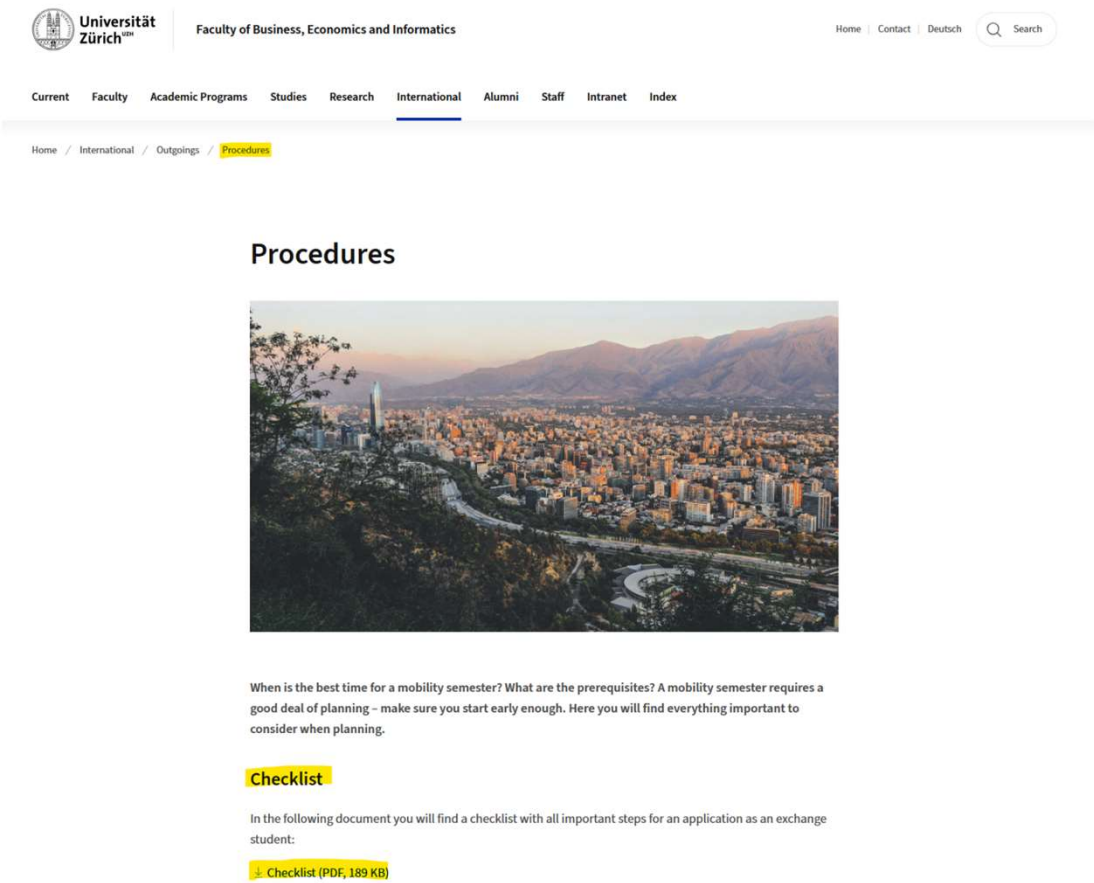
— Clarify semester dates (no clashes with exams at UZH)

— Upload your documents during the application period (at latest: 15 January 2025)

— Check your study progress – remaining courses for graduation

— If your exchange semester is close to your graduation date don’t forget to submit your host university transcript well before the graduation registration deadline!

Checklist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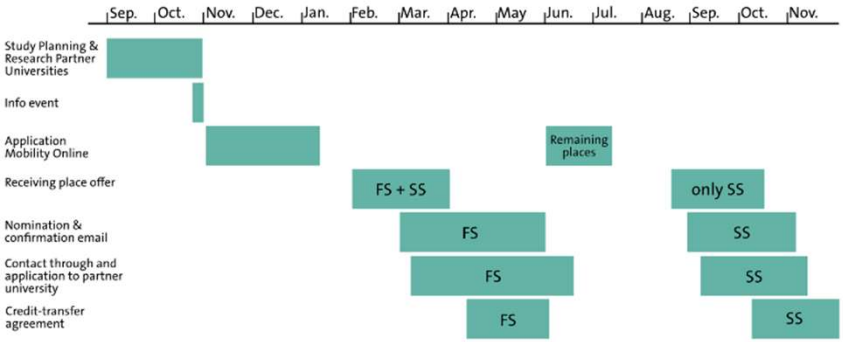
Procedures
When is the best time for a mobility semester? What are the prerequisites? A mobility semester requires a good deal of planning – make sure you start early enough. Here you will find everything important to consider when planning.
Checklist
In the following document you will find a checklist with all important steps for an application as an exchange student:
Checklist (PDF, 189 KB)

Checklist

Checklist for your exchange at a partner university

Milestones at a glance

FS = Fall Semester
SS = Spring Semester



Before your exchange

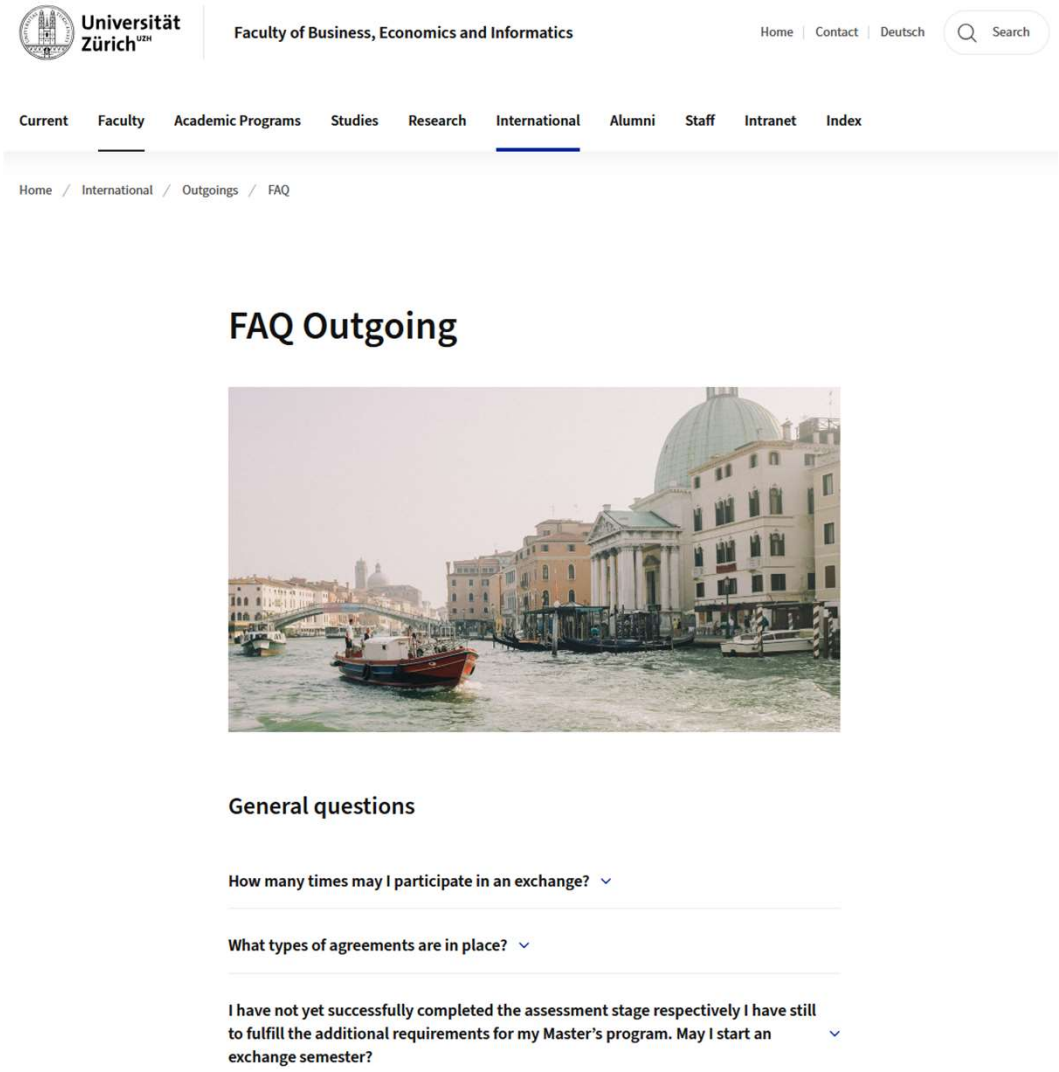
Planning

- ☐ Optional, but highly recommended: Attend the OecMobility informational event for outgoing students.
- ☐ Find out about potential partner universities, their course offerings and requirements (incl. language certificates): Search for exchange possibilities / experience reports / map with all partner universities

Application process

- ☐ The application deadline for next HS and next FS for all partner universities is only once a year from 1 November to 15 January (in July there is an additional application window for remaining places. All students will be informed by mail in time about the deadline).
- ☐ Register on Mobility Online and indicate your selected partner universities (note that you have to log in via another link after registration).

Outgoing FAQs



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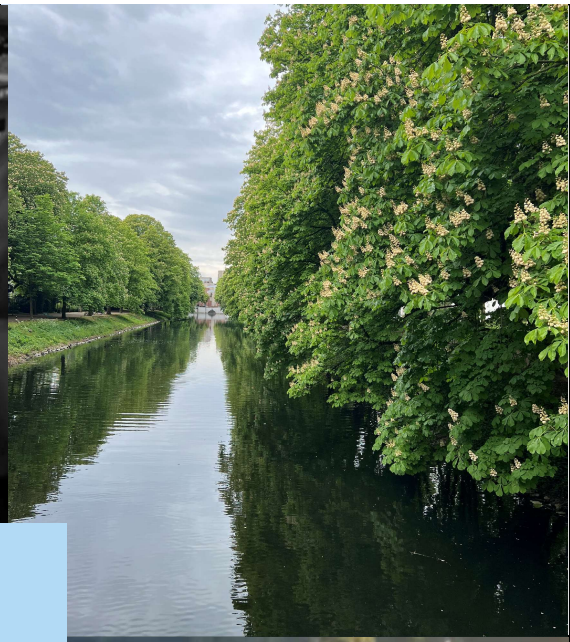
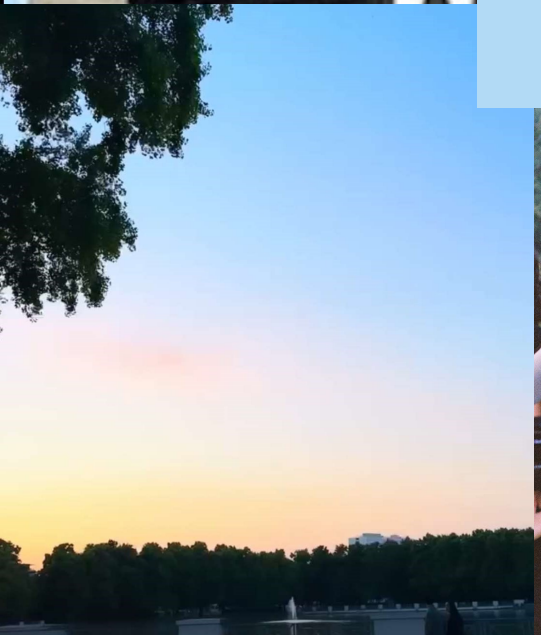
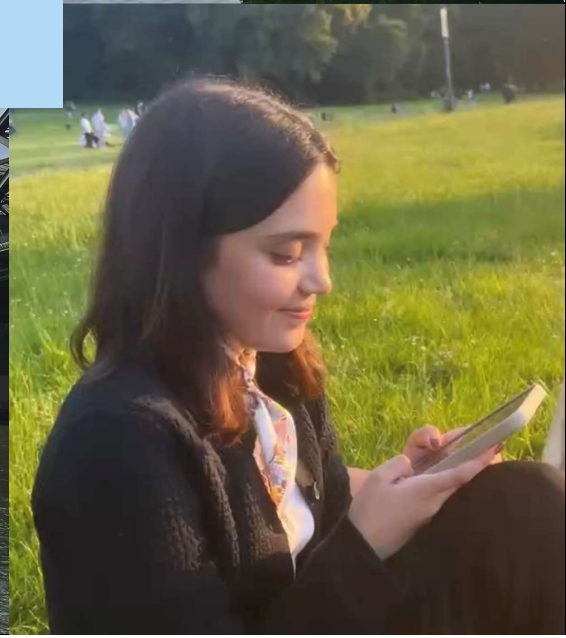
Experiences from Former Exchange Students



My Exchange at the University of Cologne





Life in Cologne

Apartment hunting is a challenge

Very open-minded people

It‘s easy for a Swiss person to meet locals

Opportunity to participate in international weeks (I was in Prag)

5th Season (Cologne Carnival)

University

Attention! Different semester dates (April-August and October-February)

Exciting courses and good support from the International Office

Modules are partly the same or easier than in Zurich

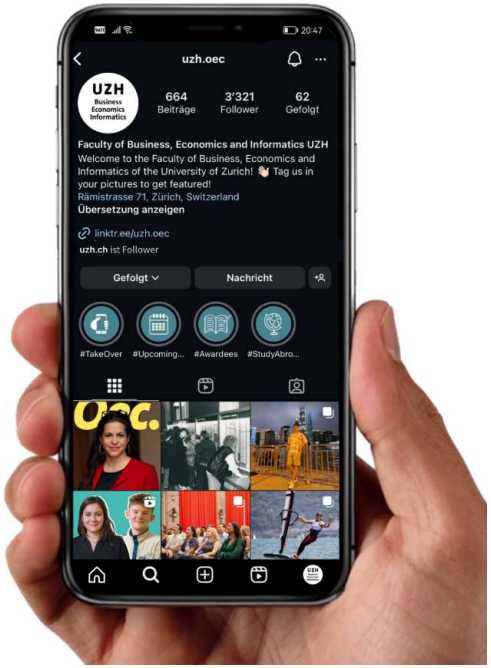
No language certificate needed (but almost all modules are in English!)

Become an Ambassador for the Faculty

Inspire others to do an exchange semester! Take over our Instagram-Account **@uzh.oec** for a day and share your daily student life at the partner university with our community.

If you‘re interested in doing a takeover, send an e-mail to Janine Hammer:
janine.hammer@oec.uzh.ch

Looking forward to hearing from you!



Questions?

www.oec.uzh.ch/en/international.html

Go for it!